



**LASSEN COUNTY**  
**CHILDREN AND FAMILIES COMMISSION**  
**MEETING MINUTES**

September 5, 2002, 1:30 p.m.  
1345 Barry Creek Plaza, Suite B  
Susanville, California

**Commissioners Present:** Karol Merten, Mae Sherman, Doug McCoy, Bobby Malone, Jim Chapman, Janice Irvin, Dave Jones, Patsy Jimenez

**Commissioners Absent:** Elizabeth Elam

**Community Members:** Barbara Tiner, Janet Lasick, Tonya Jungwirth, Jim Jackson, Kathleen Colvin, Jerry Abts, Tom Keeffer, Lisa Holmstrom, Carrie Stout, Amee Osborn, Mia Graves

1. **Welcome and Introductions:** Chairperson, Karol Merten called the meeting to order at 1:30 p.m. Everyone was welcomed by the Chairperson, and all introduced themselves.

2. **Approval of Agenda:** Commissioner Malone moved that the agenda be approved as presented, Commissioner Sherman seconded the motion, there was no discussion, and the motion was unanimously approved.

3. **Resignation of Commissioner:** Commissioner Jones explained that he is leaving Lassen County and can no longer be on the Commission. He stated that he has submitted two applications from his area for citizens interested in being on the Commission. Commissioner Jimenez moved that the resignation be accepted, Commissioner Irvin seconded the motion, it carried unanimously.

4. **Consent Calendar:** The consent calendar was presented. Commissioner Jones moved to approve the Consent Calendar as submitted. Commissioner Jimenez seconded the motion, there was no discussion, and the motion unanimously passed with no abstentions. The following items were covered by the Consent Calendar:

SUBJECT: Approval of Minutes LCCFC Meetings of August 1, 2002  
SUBJECT: Approval of Fiscal Report  
SUBJECT: Approval of Travel to Sacramento for Judy Davis, Laura Roberts, Barbara Tiner, and Tonya Jungwirth to attend both the MAA/TCM Training, as well as the State Commission Mtg.  
SUBJECT: Approval of Disbursement of \$25,000 in School Readiness Implementation Funds, and \$100,000 in School Readiness Program funds to ComPAC

5. **Public Hearing on Revised Strategic Plan:** The hearing was declared open at 1:40 p.m. There was no public comment. It was verified that all requested changes were made, including moving Oral Health to the Systems category. The public hearing was closed at 1:44 p.m.

6. **Adoption of Strategic Plan:** Bobby Malone moved that the Revised Strategic Plan be adopted as revised, Jan Irvin seconded the motion, there was no discussion, the motion carried unanimously.

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7. **Annual Audit:** There are to be changes in the job titles of Bobby Malone and Karol Merten. Dennis Wilkes has reviewed the document. All backup documentation, canceled checks, and minutes for the year were provided to the audit firm. There were no questions concerning the audit. It is to be set for public hearing at the October meeting of the Commission.

8. **Annual Report:** This report is required in this format for the State Commission. It was suggested that we redo the report for local use so that it is more easily understood. The headings need to be consistent. The report will be set for public hearing in October.

9. **Presentation to Board of Supervisors:** Commissioner Merten reported on the presentation to the Board of Supervisors by Laura Roberts, Barbara Tiner, and Tonya Jungwirth. There were many questions asked at the presentation, additional information was requested in the areas of demographics of those to be served. The matter was referred to Budget Hearings which begin at 1:30 p.m. on September 10<sup>th</sup>. There are other requests competing with our request for the Master Settlement Agreement funds. It is not known what the outcome will be, however, it is strongly suggested that we be present at the hearings. The supplemental information will be submitted to the Board in the form of a letter.

10. **AmeriCorps Home Visiting Project:** Barbara Tiner reported on the AmeriCorps project startup. She introduced her Administrative Assistant, Lisa Holmstrom, and the other members of the new AmeriCorps Project: Mia Graves will be working at the Westwood FRC, Amee Osborn, and Carrie Stout will be working in Susanville. There is another person soon to come on for the Westwood Family Resource Center as an AmeriCorps worker, and she is bilingual. Barbara explained that the project is very paper intensive, however, it is worth it. Training and member development is the primary focus during the months of September and October. Jack Carmichael will be doing a training on the 7 Habits of Highly Effective People, to which all are invited. There will be additional workshops during the next year. Barbara explained about the educational stipend of \$4,875.00 that each AmeriCorps worker will be earning each year for two years. At the end of the month the members will attend a 4 day training in Sacramento entitled Home Visit America. Upon successful completion of the program, the AmeriCorps worker will earn a certified home visitor status. The Birth and Beyond home visitation model is under consideration.

11. **School Readiness Project Update:** Tonya Jungwirth stated that there has been intensive work getting the facility set up. The Grand Opening will be on September 24, 2002 from 4:00 – 6:00 p.m. There has been a great deal of outreach and public awareness going on. The Mom's Club is meeting regularly. The Toy Lending Library and resource library are under development. Child and Family Resources is collaborating with the Westwood FRC on this aspect of the facility. Community Services Classes will

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be held there in collaboration with Lassen College. Tonya is working with Jon Grant regarding a project being implemented by Child Protective Services in Westwood. Mental Health is working with Westwood FRC. Patsy Jiminez stated that she visited the Westwood FRC and observed high school volunteers working in the center.

12. **Director's Update:** Quick reference guides regarding children's oral health were shared. These are being developed by the Lassen Oral Health Task Force, and 500 have been authorized to be produced, of which 285 of them are destined for inclusion in the Kit for New Parents. The funds supporting the production of the quick reference guide come from the mini grant from the Commission, and also from Supervisor's Discretionary Funds awarded to the Task Force by Supervisor Chapman. Additionally, a display board is being developed for use in public awareness and education efforts. Dr. Buehler and Dr. Holmes are developing power point presentations, and an information packet is also to be developed for use when conducting presentations. A set of videos from Delta Dental have been previewed and accepted by the Task Force. Twenty-five sets have been ordered and are scheduled for placement in a variety of sites, including child care provider resource libraries.

The Regional Oral Health Project has developed a concept paper regarding the aspects of children's oral health they would like to secure funding to address. Those targeted areas are a fluoride varnish program, case management, public awareness and education, and training.

13. **Open Comment:** There is a telephone training for distribution partners of the New Parent Kit scheduled for September 12. The handbooks and registration forms were handed out. Laura Roberts announced that ComPAC received a grant award from the Community Based Outreach public awareness project. The grant is a program fashioned after the new parent kits and is targeted at hard to reach segments of the population.

Commissioner Merten presented a Certification of Appreciation to Dave Jones for his commitment to the children and families of Lassen County. Dave stated that he will be residing in Redding now, but will still be involved in the clinics in Big Valley.

14. **Adjourned:** The meeting was adjourned at 3:30 p.m. Refreshments were served in honor of Dave Jones.

Respectfully submitted,

Laura J. Roberts  
Executive Director